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MONTANA CERTIFICATION PROGRAM MANUAL

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CERTIFICATION CONTACT:

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I. MONTANA CERTIFICATION PROGRAM

A. INTRODUCTION

The Montana State Library Commission (Commission) established the *Montana Certification Program* to promote the improvement of library services within Montana. The Commission believes that continuing education for all those involved in libraries is essential to the development of all types of the library services. This certification program offers librarians, library staff members and trustees a systematic and progressive method by which to track their continuing education efforts. The program also offers library boards and managers an opportunity to recognize staff efforts to improve their skills, ability and knowledge.

B. PROGRAM GOALS

The goals of the *Montana Certification Program* are to:

- improve library services throughout the state;
- assist public library directors in meeting the library certification standard adopted by the Montana State Library Commission;
- motivate librarians, library staff members and library trustees to acquire, maintain, and develop their skills through basic and continuing education;
- recognize librarians and library staff members who, on a continuing basis, update their knowledge and skills in order to provide better library services to their patrons;
- improve the public image of librarians and libraries;
- provide guidelines for governing boards to use to select and retain personnel.

The *Montana Certification Program* provides for guidance and uniformity in continuing education programs for librarians, library staff members and library trustees and in identifying and recruiting qualified librarians for library positions.

C. WHO SHOULD BECOME CERTIFIED?

The Montana State Library Commission requires that all library directors of libraries that serve a population of less than 25,000 are certified.

Library boards or management may require certification of other staff members. Participants in the certification program could be, but are not limited to:

1. staff members who are given regularly assigned duties in the areas of administrative services, public services, children and youth services, and technical services; and
2. other interested person, such as trustees or retired librarians.

D. CERTIFICATION LEVELS

LEVEL	REQUIREMENTS
ENROLLMENT LEVEL	For First Time Program Applicants: Enrollment Application, Enrollment Fee, and Certification Intent Form, Valid for three (3) years
LEVEL I	Graduate Degree in Library or Information Science from an Institution of Higher Education Accredited by the American Library Association
LEVEL II	A Bachelor's Degree from an Accredited College or University *, AND 15 Semester Hours or 20 Quarter Hours in Library Education from an Accredited College or University *, AND 40 CE Contact Hour Credits ** **OR** A Minimum of a Minor in Library Science from an Accredited College University *, AND 40 CE Contact Hours **
LEVEL III	A Bachelor's Degree from an Accredited College or University *, AND 40 CE Contact Hour Credits ** **OR** An Associate Degree from an Accredited College or University *, AND 5 Years of Library Work *** within the last 10 Years, AND 40 CE Contact Hour Credits **
LEVEL IV	High School Diploma or G.E.D., AND 60 Semester Hours or 90 Quarter Hours of College Credit **, AND 40 CE Contact Hour Credits ** **OR** High School diploma or G.E.D., AND 5 Years of Library Work*** within the last 10 Years, AND 40 CE Contact Hour Credits **
LEVEL V	High School Diploma or G.E.D., AND 2 Years of Library Work*** within the last 5 Years, AND 40 CE Contact Hour Credits **

* College credit for Levels II through V must be from an institution accredited by a state, regional, or national accrediting association.

** Forty (40) CE contact hour credits, including at least five (5) contact hours in each of the following four specified areas are required: 1) Library Administration; 2) Library Services to the Public; 3) Collection Management & Technical Services; and 4) Technology. See page 6 for more information regarding CE contact hour credits.

*** For the purposes of certification a year of work is considered a minimum of 1040 hours per year.

II. CONTINUING EDUCATION CREDIT

A. CONTINUING EDUCATION (CE) CONTACT HOUR CREDIT

A program that qualifies for CE contact hour credit may include, but is not limited to this listing: academic courses, conferences, institutes, seminars, workshops, lectures, program sessions of library/information/media association meetings, study groups (3 persons minimum), and pre-recorded presentations [videos, online & CD ROM programs].

1. The following describes two ways an individual can receive CE contact hour credit for first time certification or certification renewal.

   a. **PROGRAM WITH PRIOR APPROVAL**:

   An individual may attend a program that has received prior approval from the Montana State Library (MSL). It is the responsibility of the individual attending the pre-approved program to obtain a copy of the CE Program with Prior Approval Form from the program provider and obtain the proper signatures. This form is then submitted to the *Montana Certification Program*, along with other record of attendance forms, when applying for first time certification or certification renewal.

   b. **PROGRAM WITHOUT PRIOR APPROVAL**:

   An individual may attend a program that **has not received prior approval** from the Montana State Library (MSL). It is the responsibility of the individual attending any CE program to have a copy of the CE Program without Prior Approval Form with them. Not all CE programs have received prior approval. Within **90 days** after attending a program that **has not received prior approval**, an individual submits the CE Program Without Prior Approval Form (page 26) with the proper signatures to the *Montana Certification Program*. Upon receipt of the form, MSL will either award approval or disapproval of the program. When applying for first time certification or certification renewal, you will submit this form along with other approved program forms to the *Montana Certification Program*. MSL may award credit on any topic that is relevant to library theory and practice.

2. **ACADEMIC COURSES FOR CE CONTACT HOUR CREDIT**

   An academic course taken for CE contact hour credit should be submitted using the CE Program Without Prior Approval Form (page 27) upon completion of the course. Also submitted should be the proper signatures required on the form. Submit this form within 90 days of completion of the course to the Montana Certification Program and the Montana State Library will approve the course.

   If an academic course is being taken to apply towards a specific certification level, then a copy of the official transcript should be sent to the Montana Certification Program with your certification or certification renewal application.

3. CONTINUING EDUCATION CONTACT HOUR CREDIT FOR PRESENTERS

Presenters may be given CE contact hour credit for programs that they present. Presenters may obtain prior approval from the *Montana Certification Program* or may request approval within 90 days of presenting the program. To request approval for a program that you will be presenting or have presented, submit the CE Provider's Application for Approval of Programs with a Cover Letter requesting CE contact hour credit for being the presenter to the *Montana Certification Program.*

If a program is approved by the Montana State Library, it is the responsibility of the participant or presenter to keep this record for their files and submit this information when applying for first time certification or certification renewal.

B. CONTINUING EDUCATION CONTACT HOUR CREDIT CONVERSION

TYPE OF CE PROGRAM	UNIT OF MEASURE	CONTACT HOUR CREDIT
Live/Interactive Program	50 Minutes/1 hour	1 Hour
Pre-recorded Program	100 Minutes/2 hours	1 Hour

C. CONTINUING EDUCATION TOPICS

The *Montana Certification Program* has identified the following as the four most important topics of CE: 1) Library Administration; 2) Library Services to the Public; 3) Collection Management & Technical Services; and 4) Technology.

The program requires that a minimum of five (5) CE contact hours be acquired in each of the CE topics and that a total of 40 CE contact hour credits must be submitted to the *Montana Certification Program* when applying for first time certification or certification renewal.

The following is a menu of possible CE topics appropriate for continuing education credit. This menu is a guideline to CE providers for developing workshops, individuals for planning their CE activities, and library boards and management to review the CE qualifications of library staff. This is not an exclusive list and the individual is not limited to these specific topics.

D. MENU OF POSSIBLE CONTINUING EDUCATION TOPICS

1. LIBRARY ADMINISTRATION

GOVERNANCE

- ❒ Basic trustee training
- ❒ Library policies and procedures
- ❒ Funding and budget issues
- ❒ Library laws and the legislative process
- ❒ How to run a meeting

COOPERATION

- ❒ Cooperation with community organizations, government agencies, and the library
- ❒ Resources and services available through cooperative arrangements
- ❒ Friends and Foundations

THE PLANNING PROCESS

- ❒ Long range planning
- ❒ Marketing and public relations plan for the library
- ❒ Mission and goals of the library
- ❒ Writing grants
- ❒ Fundraising

PERSONNEL MANAGEMENT

- ❒ Legality of personnel policies
- ❒ Volunteer management and issues
- ❒ Communication and leadership

PHYSICAL FACILITIES

- ❒ Planning and management of physical facilities, including disaster preparedness
- ❒ Library goals, activities, and functions in relation to the physical layout of the library

2. LIBRARY SERVICES TO THE PUBLIC

- ❒ Day to day library policies
- ❒ Confidentiality and ethics in the library
- ❒ Copyright
- ❒ Intellectual freedom and censorship for libraries
- ❒ Cooperative efforts to enhance library services
- ❒ Interlibrary loan
- ❒ Reference services, resources and interviews
- ❒ Services to children and young adults
- ❒ Services to special populations (i.e. elderly, disabled)

3. COLLECTION MANAGEMENT & TECHNICAL SERVICES

- ❒ Collection management policies
- ❒ Materials selection
- ❒ Collection evaluation
- ❒ Weeding
- ❒ Organizing the collections
- ❒ The catalog and its relationship to the collection
- ❒ Cataloging
- ❒ Maintaining the collection through inventory control
- ❒ Materials processing
- ❒ Caring for the collection
- ❒ Automated access to the collection

4. TECHNOLOGY

- ❒ Using the Internet
- ❒ E-Rate discounts
- ❒ How to build a webpage
- ❒ Technology plans
- ❒ Electronic databases
- ❒ Search techniques (LaserCat, EbscoHost, Electric Library, OCLC, Web sources)
- ❒ PC maintenance and setup
- ❒ Hardware and software selections
- ❒ Y2K compliance issues
- ❒ Security and backup strategies
- ❒ Networking strategies

If you have questions that cannot be answered by reading the manual, call or write: Montana Certification Program, Montana State Library, PO Box 201800, Helena MT 59620-1800, 406-444-5349 or 1-800-338-5087 [in MT].

III. CERTIFICATION LEVEL INFORMATION

A. ENROLLMENT LEVEL

The *Montana Certification Program* has an Enrollment Level for **first time program applicants**. This level requires that first time applicants complete the requirements with the intent of becoming certified within the next three years. The purpose of the enrollment level is to make the process easier for first time applicants and establish a database mailing list for future continuing education opportunities and notices.

1. INSTRUCTIONS TO APPLY FOR ENROLLMENT LEVEL

- Read the entire program manual carefully. The answers to most questions are contained in the program manual.
- Complete the Enrollment Application Form [page 10 or page 35] using the directions on the enrollment form. It should be typed or printed using black ink.
- Original signature is required on the Enrollment Application Form.
- Include payment of $10.00 for the enrollment fee. This enrollment fee is a processing fee. Make checks payable to the Montana State Library.
- Enrollment Level is valid for three (3) years.
- Enrollment applicant agrees to complete, within the next three (3) years, forty (40) hours of CE contact hour credits.
- Upon completion of the forty (40) hours of CE contact hour credits, within the three (3) year enrollment level period, applicant agrees to complete the appropriate Certification Level Application. (See page 12-18)
- Submit the completed enrollment application form and your enrollment fee to the Montana Certification Program at the address listed at the bottom of this page.
- **It is your responsibility to keep copies of records pertaining to your enrollment level.** These records are valuable for validation purposes, and also as planning tools to identify your learning needs and decide how to meet them.
- **If you have questions that cannot be answered by reading the manual, call or write: Montana Certification Program, Montana State Library, PO Box 201800, Helena MT 59620-1800, 406-444-5349 or 1-800-338-5087 [in MT].**

B. ENROLLMENT APPLICATION FORM

Directions:

Complete Enrollment Information (page 10) and Certification Intent section (page 11). This enrollment is valid for three years, after which certification is required. Refer to the contents of the Montana Certification Program Manual for certification level requirements. If you have questions that cannot be answered by reading the program manual, call the Montana Certification Program, MSL, at 406-444-5349 or 1-800-338-5087 [in MT].

Include a $10.00 enrollment fee. Make checks payable to MONTANA STATE LIBRARY.

Submit completed enrollment application form to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

ENROLLMENT INFORMATION			
NAME:			
(last)	(first)	(middle initial)	
MAILING ADDRESS [home]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT:			
(institution name)			
MAILING ADDRESS [employment]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT POSITION:			
TELEPHONE NUMBERS:			
(home)	(employment)		
E-MAIL ADDRESS:			

⌘⌘ CERTIFICATION INTENT SECTION ⌘⌘

APPLICANT NAME:

ENROLLMENT LEVEL REQUIREMENTS:

- Complete Enrollment Level Application.
- Include $10.00 Enrollment Fee.
- Enrollment Level is valid for three (3) years.
- Enrollment applicant agrees to complete, within the next three (3) years, forty (40) hours of CE contact hour credits.
- Upon completion of the forty (40) hours of CE contact hour credits, within the three (3) year enrollment level period, applicant agrees to complete the appropriate Certification Level Application. (See pages 12-18)

CERTIFICATION LEVEL INTENTMENT:

I am working towards Certification Level: I II III IV V (please circle one)

CERTIFICATION LEVEL:

I hereby certify that the preceding information is true and correct to the best of my knowledge. I agree to follow the requirements needed for enrollment and certification in the Montana Certification Program. I understand that any false statements may result in denial or revocation of my Montana Certification Program Certificate.

ENROLLMENT APPLICANT SIGNATURE:

DATE SIGNED:

NOTE:

After receiving this enrollment application form, you will receive a letter from the Montana State Library accepting your application and certification intent.

SEND ENROLLMENT APPLICATION TO: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

C. HOW TO APPLY FOR CERTIFICATION LEVEL I THROUGH V

To become certified, follow the instructions below. The procedures for certification also apply to individuals upgrading to a higher level of certification. You can upgrade at any time you meet the requirements for the next level. Certificates are valid for five years.

1. INSTRUCTIONS

- Read this entire program manual carefully. The answers to most questions are contained in the program manual. Complete the Application Form for Certification Levels I through V on page 13 using the directions on the form and then complete the application form for the appropriate level of certification that you are applying for. It should be typed or printed using black ink. Photocopies are acceptable. **You need only photocopy the requested level of certification.** This is true of the other forms as well. Extra copies of the forms are located in the appendix starting on page 37.

- If it is required for your certification level, send an official transcript to the Montana Certification Program, Montana State Library, PO Box 201800, Helena MT 59620-1800.

- If it is required for your certification level, attach copies of your CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms. (See pages 26-28).

- Include payment of $10.00 certification fee. This certification fee is a processing fee. Make checks payable to the MONTANA STATE LIBRARY. **IF YOU ARE A FIRST TIME PROGRAM APPLICANT AND PAID THE ENROLLMENT FEE, YOU DO NOT HAVE TO PAY THE CERTIFICATION FEE.**

- Submit the completed application form, required materials, and your certification fee to the Montana Certification Program at the address listed at the bottom of this page.

- **It is your responsibility to keep copies of records pertaining to your certification.** These records are valuable for validation purposes, and also as planning tools to identify your learning needs and decide how to meet them.

- **Lifetime Certificates Will Not Be Issued At Any Certification Level.**

- **If you have questions that cannot be answered by reading the manual, call or write:**

MONTANA CERTIFICATION PROGRAM
MONTANA STATE LIBRARY
PO BOX 201800
HELENA MT 59620-1800
406-444-5349 or 1-800-338-5087 [in MT]

D. APPLICATION FORM FOR CERTIFICATION LEVELS I THROUGH V

Directions: Complete General Information and Certification section which pertains to the Level for which you are applying for certification or upgrading your certification level. Refer to the contents of the Montana Certification Program Manual for certification level requirements. **If you have questions that cannot be answered by reading the program manual, call the Montana Certification Program, MSL, at 406-444-5349 or 1-800-338-5087 [in MT].**

Attach an extra sheet if necessary. Include a payment of $10.00 for the certification fee. Make checks payable to MONTANA STATE LIBRARY. Send a copy of an official transcript to the address below, if required. Attach copies of CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms, if required.

Submit completed form and attachments to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

GENERAL INFORMATION			
NAME:			
(last)	(first)	(middle initial)	
MAILING ADDRESS [home]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT:			
(institution name)			
MAILING ADDRESS [employment]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT POSITION:			
TELEPHONE NUMBERS:			
(home)		(employment)	
E-MAIL ADDRESS:			

CERTIFICATION LEVEL REQUESTED: I II III IV V (circle one)

E. APPLICATION FORM FOR CERTIFICATION LEVEL I

Copies of each of the Certification Level Applications are located in the appendix starting on page 37. Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL I -- GRADUATE DEGREE IN LIBRARY OR INFORMATION SCIENCE FROM AN INSTITUTION OF HIGHER EDUCATION ACCREDITED BY THE AMERICAN LIBRARY ASSOCIATION:
Name of Institution * :
Dates Attended:

*** AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE **DATE SIGNED**

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

F. APPLICATION FORM FOR CERTIFICATION LEVEL II

Copies of each of the Certification Level Applications are located in the appendix starting on page 37. Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL II --

❑ **BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *, AND -- 15 Semester Hours Or 20 Quarter Hours In Library Education From An Accredited College Or University *, AND -- 40 CE Contact Hours ****

OR

❑ **MINIMUM OF A MINOR IN LIBRARY SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *, AND -- 40 CE Contact Hours ****

NAME OF INSTITUTIONS *:

DATES ATTENDED:

40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.

** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

G. APPLICATION FORM FOR CERTIFICATION LEVEL III

Copies of each of the Certification Level Applications are located in the appendix starting on page 37. Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL III --

❑ **BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *, AND -- 40 CE Contact Hours ****

OR

❑ **ASSOCIATED DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *, AND – 5 Years Library Work Within The Last 10 Years, AND -- 40 CE Contact Hours ****

NAME OF INSTITUTION *:

DATES ATTENDED:

NAME OF EMPLOYER:

DATES EMPLOYED:

40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.

** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

H. APPLICATION FORM FOR CERTIFICATION LEVEL IV

Copies of each of the Certification Level Applications are located in the appendix starting on page 37. Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL IV --

❑ **High School Diploma or G.E.D.,**
AND -- 60 Semester Hours or 90 Quarter Hours of College Credit **,
AND -- 40 CE Contact Hours **

OR

❑ **High School Diploma or G.E.D.,**
AND -- 5 Years of Library Work Within The Last 10 Years,
AND -- 40 CE Contact Hours **

NAME OF INSTITUTIONS *:

DATES ATTENDED:

NAME OF EMPLOYER:

DATES EMPLOYED:

40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Eduction Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.

** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

I. APPLICATION FORM FOR CERTIFICATION LEVEL V

Copies of each of the Certification Level Applications are located in the appendix starting on page 37. Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL V --
❑ **High School Diploma or G.E.D.,** **AND -- 2 Years of Library Work Within The Last 5 Years,** **AND -- 40 CE Contact Hours ***
NAME OF INSTITUTION: **DATES ATTENDED:**
NAME OF EMPLOYER: **DATES EMPLOYED:**
40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

*** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

IV. CERTIFICATION RENEWAL

A. GUIDELINES FOR CERTIFICATION RENEWAL

Periodic certification renewals are required to keep your certification current at the present level. The process is described below. You can upgrade at anytime you meet the requirements for the next level.

- When you become certified you will have until December 31st of every 5th year thereafter to apply for CERTIFICATION RENEWAL. If your certification lapses, you will then need to reapply for certification using the Application Form for Certification Levels I Through V on page 12, and you will be subject to all of the requirements for that certification level.

- Individuals applying for CERTIFICATION RENEWAL in all levels must have completed the required forty (40) CE contact hour credits within the last five (5) years, including at least five (5) hours in each of the four areas discussed on pages 7-8 (from the Montana Certification Program Manual).

- You can upgrade at any time you meet the requirements for the next level. And if you are upgrading to a higher level, use the Application Form for Certification Levels I Through V on page 13 (from the Montana Certification Program Manual) and follow the instructions on page 12 (from the Montana Certification Program Manual).

- CERTIFICATES ARE VALID FOR FIVE (5) YEARS.

- LIFETIME CERTIFICATES WILL NOT BE ISSUED AT ANY LEVEL.

- **If you have questions that cannot be answered by reading the manual, call or write: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800, 406-444-5349 or 1-800-338-5087 [in MT]**

B. CERTIFICATION RENEWAL REQUIREMENTS

LEVEL	REQUIREMENTS
LEVEL I	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL II	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL III	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL IV	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL V	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*

* Forty (40) CE contact hour credits, including at least five (5) contact hours in each of the following four specified areas, are required: 1) Library Administration; 2) Library Services to the Public; 3) Collection Management & Technical Services; and 4) Technology.

C. HOW TO APPLY FOR CERTIFICATION RENEWAL

1. Instructions

- Read this entire manual carefully. The answers to most questions are contained in the manual.
- Complete the Certification Renewal Application Form on page 21 (from the Montana Certification Program Manual) using the directions on the form. It should be typed or printed using black ink. Photocopies are acceptable. This is true of the other forms as well. An extra copy of the form is located in the appendix on page 43.
- Attach copies of your CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms. (See pages 26-28).
- Include payment of $10.00 Certification Renewal fee. This Certification Renewal fee is a processing fee. Make checks payable to the MONTANA STATE LIBRARY.
- Submit the completed certification renewal application form, required materials, and your certification renewal fee to the Montana Certification Program at the address listed at the bottom of this page.
- **It is your responsibility to keep copies of records pertaining to your certification renewal.** These records are valuable for validation purposes, and also as planning tools to identify your learning needs and decide how to meet them.
- Lifetime Certificates Will Not Be Issued At Any Certification Renewal Level.
- **If you have questions that cannot be answered by reading the manual, call or write:**

MONTANA CERTIFICATION PROGRAM
MONTANA STATE LIBRARY
PO BOX 201800
HELENA MT 59620-1800
406-444-5349 or 1-800-338-5087 [in MT]

D. CERTIFICATION RENEWAL APPLICATION FORM

DIRECTIONS: This form is for Certification Renewal at your current level. If you are changing your certification level, complete an Application Form for Certification Levels I Through V on page 12 of the Montana Certification Program Manual, instead of this form.

Your certification must be renewed every five (5) years. Include payment of $10.00 Certification Renewal fee. Make checks payable to MONTANA STATE LIBRARY. Attach copies of your CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms. **It is your responsibility to keep copies of all information pertinent to certification and certification renewal for your records.**

Fill out all sections of the form. Please type or print using black ink. If you have questions that cannot be answered by reading the manual, call the Montana Certification Program, MSL, at 406-444-5349 or 1-800-338-5087 [in MT]. **Submit completed form and attachments to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.**

GENERAL INFORMATION			
NAME:			
(last)	(first)	(middle initial)	
MAILING ADDRESS [home]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT:			
(institution name)			
MAILING ADDRESS [employment]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT POSITION:			
TELEPHONE NUMBERS:			
(home)	(employment)		
E-MAIL ADDRESS:			

CURRENT CERTIFICATION LEVEL: (Circle One)

I II III IV V

WHAT DATE WERE YOU LAST CERTIFIED? (List Month and Year)

40 CE CONTACT HOUR CREDITS WITHIN THE LAST FIVE (5) YEARS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas *	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

*** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

_____

APPLICANT SIGNATURE **DATE SIGNED**

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

Please photocopy form and an extra copy of the form is located in the appendix on page 43.

V. CRITERIA FOR APPROVAL OF CE PROGRAMS

This criteria is based on A Program for Quality in CE for Information, Library, and Media Personnel by the National Council on Quality CE for Information, Library, Media Personnel. This is the criteria which a program must meet in order to receive **prior approval** by the Montana State Library.

A. CRITERIA

- The specific needs of the target audience have been assessed.
- Learning objectives have been stated in one or more of the following areas: a. changes in attitude and approach to the solution of problems; b. acquisition (or mastery) of new knowledge or the revision of outdated knowledge in specific skills, techniques, and procedures.
- The program is systematically designed to meet the stated objectives and is accurately advertised.
- The instructional staff are qualified by education or experience to provide quality instruction in the relevant subject area(s).
- Programs must have an evaluation component.
- There is provision for individual participant registration which will include information required for record keeping and reporting, such as a transcript or a record of attendance.

IT IS THE RESPONSIBILITY OF THE INDIVIDUALS TO OBTAIN INFORMATION FROM THE PROVIDER ON WHETHER THE PROGRAMS THEY PLAN TO ATTEND HAVE BEEN APPROVED BY THE SCREENING BOARD. IF POSSIBLE, PUBLICITY ABOUT PROGRAMS SHOULD INDICATE WHETHER THE PROGRAMS HAVE BEEN APPROVED.

B. CONTINUING EDUCATION PROVIDERS

Continuing Education Providers include, but are not limited to the following presenters and/or organizations:

1. Montana State Library staff members;
2. Montana Library Federations;
3. individual libraries and their staff members;
4. educational institutions (public and private colleges and universities, community colleges, and public schools);
5. library associations (American Library Association (ALA), Mountain Plains Library Association (MPLA), Montana Library Association (MLA), and Pacific Northwest Library Association (PNLA), and others;
6. the private sector.

C. APPROVAL OF CE PROGRAM FORM

Continuing Education Providers should apply at least one (1) month in advance for approval of programs. Complete this form (pages 24 & 25 from the Montana Certification Program) and send to the MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

GENERAL INFORMATION	Date:
Provider:	
Provider's Representative:	
Mailing Address:	

LEARNING ACTIVITY DESCRIPTION (Attach a sheet if necessary.)
1. Program Information:
Title:
Date:
Time(s):

2. Presenter(s) and Qualifications:

3. Target Audience:

4. Objectives:

5. Program Description:

6. Continuing Education Areas (see page 7-8 for details)	Contact Hours
Library Administration	
Library Services to the Public	
Collection Management & Technical Services	
Technology	
Other (please specify)	
Total Contact Hours	

7. How will the program be advertised?

8. How will the program be evaluated?

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IN ADDITION, I CERTIFY THAT A RECORD OF ATTENDANCE WILL BE MAINTAINED FOR CERTIFICATION REFERRAL.

PROVIDER'S REPRESENTATIVE (SIGNATURE) DATE SIGNED

Please photocopy form and an extra copy of the form is located in the appendix on page 45.

D. CE PROGARM WITH PRIOR APPROVAL FORM

Provider:

- Fill in the appropriate information for the participants.
- Put the total number of contact hour credits in the appropriate CE area.
- Provide a copy of this record to all participants.

Participant:

- Obtain a signature from either the instructor or the provider of the program.
- Attach this information to the appropriate form this you will use when applying for certification or certification renewal.
- **It is your responsibility to keep copies of records pertaining to your certification.** These records are valuable for validation purposes, and also as planning tools to identify your learning needs and decide how to meet them.

Participants Name:
Activity Date:
Activity Name:
Provider:
Location:
Instructor(s):
Instructor or Provider Signature:

CONTINUING EDUCATION AREAS	CONTACT HOUR CREDITS
Library Administration	
Library Services to the Public	
Collection Management & Technical Services	
Technology	
Other (please specify)	
TOTAL CONTACT HOUR CREDITS	

Please photocopy form and an extra copy of the form is located in the appendix on page 47.

E. CE PROGRAM WITHOUT PRIOR APPROVAL FORM

Directions: This form (pages 27 & 28 from the Montana Certification Program Manual) must be completed to request CE contact hour credits for programs that have not received prior approval from the Montana State Library. The form must be submitted to the Montana Certification Program within 90 days of attending a program. After the Montana State Library has approved the program, retain the approval form and attach this to your application when you apply for certification or certification renewal. Fill in all sections of the form. Please type or print using black ink. If you have questions call the Montana Library Certification Program, Montana State Library at 406-444-5349 or 1-800-338-5087 [in MT]. Send this form to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

GENERAL INFORMATION		**Date:**
Name:		
Last	First	Middle Initial
Mailing Address:		
Telephone No.:		

LEARNING ACTIVITY DESCRIPTION (Attach a sheet if necessary.)
1. Program Information:
Title:
Date:
Time(s):

2. Instructor and Qualifications:
Instructor or Provider's Signature:

3. Continuing Education Areas	Contact Hour Credits
Library Administration	
Library Services to the Public	
Collection Management & Technical Services	
Technology	
Other (please specify)	
Total Contact Hour Credits	

4. Summary of What Was Learned and How It Relates To Libraries:

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

Please photocopy form and an extra copy of the form is located in the appendix on page 48.

VI. POTENTIAL CE OPPORTUNITIES

Typically these CE opportunities happen during the specified months. For updated information, look at the following:

Montana State Library – Big Sky Libraries Newsletter --http://msl.state.mt.us/admin/update.html

Montana State Library – Web Site Calendar -- http://msl.state.mt.us/calendar.html

Montana Library Association – Montana Library FOCUS Newsletter -- http://www.mtlib.org/MLA_Focus.html

American Libraries -- http://www.ala.org/alonline/datebook/datebook.html

Montana Educator's Association – Web Site Calendar – http://www.mea-mt.org/misc/meacalen.htm

JANUARY
American Library Association [ALA] Mid Winter Conference

FEBRUARY
OFFLINE Retreat

MARCH
Public Library Association [PLA] Conference – Even Years
Spring Federation Meetings

APRIL
Montana Library Association [MLA] Conference
Spring Federation Meetings
Washington Library Association Conference

MAY

JUNE
American Library Association [ALA] Conference
Montana State Library Summer Institute

JULY

AUGUST
Pacific Northwest Library Association [PNLA] Conference

SEPTEMBER
Academic/Special Retreat
Fall Federation Meetings
Montana State Library Fall Workshop
North Dakota Library Association Conference

OCTOBER
Fall Federation Meetings
Idaho Library Association Conference
Montana Education Association [MEA] – Montana Federation of Teachers Fall Conference
Montana History Conference
Montana State Reading Conference
Public Library Division Retreat
South Dakota Library Association Conference

NOVEMBER
Library & Information Technology Association [LITA] National Forum

DECEMBER

VII. LIBRARY DEGREE SCHOOLS

ARIZONA – Tucson

University of Arizona, College of Social and Behavioral Sciences, School of Information Resources & Library Science, 1515 East First Street, Tucson AZ 85719

Master's in Library Science
520-621-3565, Fax: 520-621-3279, E-mail: sirls@u.arizona.edu, Web Site: http://www.sir.arizona.edu
Computer-based distance courses available as well as the traditional in-class course work. Part-time programs available

CALIFORNIA – Berkeley

University of California, Berkeley, School of Information Management and Systems, SIMS Administrative Office, 102 South Hall, Berkeley CA 94720-4600

Master's in Library Science
510-642-1464, Fax: 510-642-5814, E-mail: info@sims.berkeley.edu, Web Site: http://www.sims.berkeley.edu

CALIFORNIA – Los Angeles

University of California, Los Angeles, Graduate School of Education and Information Science, Department of Library and Information Science, GSE & IS Building, PO Box 951520, Los Angeles CA 90095-1520

Master's of Library Science
310-825-8799, Fax: 310-206-4460, Web Site: http://www.dlis.gseis.ucla.edu
Part-time programs available

CALIFORNIA – San Jose

San Jose State University, Graduate Studies Program, School of Library and Information Science, One Washington Square, San Jose CA 95192-0029

Master's of Library Science
408-924-2492, E-mail: office@wahoo.sjsu.edu, Web Site: http://witloof.sjus.edu
Part-time and evening programs available

CANADA – Edmonton

University of Alberta, Faculty of Graduate Studies and Research, School of Library and Information Studies, 3-20 Rutherford South, Edmonton, Alberta T6G 2J4 CANADA

Master's in Library Science
403-492-4578, Fax: 403-492-2430, E-mail: slis@ualberta.ca, Web Site: http://www.slis.ualberta.ca/
Part-time program available

CANADA – Vancouver

University of British Columbia, The School of Library, Archival and Information Studies, #831-1956 Main Mall, Vancouver British Columbia V6T 1Z1 CANADA

Master's in Library Science
604-822-2404, Fax: 604-822-6006, E-mail: slais@interchange.ubc.ca, Web Site: http://www.slais.ubc.ca/
Part-time programs available

HAWAII – Honolulu

University of Hawaii at Manoa, Library and Information Science Program, 2550 The Mall, Honolulu HI 96822

Master's of Library Science
808-956-7321, Fax: 808-956-5835, E-mail: slis@hawaii.edu, Web Site: http://www.hawaii.edu/slis/
Part-time programs available

ILLINOIS – River Forest

Dominican University, Graduate School of Library and Information Science, Crown Hall, 7900 West Division Street, River Forest IL 60305-1099 [a residential suburb of Chicago]

Master's of Library Science
708-524-6845, Fax: 708-524-6657, E-mail: gslis@email.dom.edu,
Web Site: http://wwwldom.edu/Academic/GSLISHome.html
Part-time and evening/weekend programs available

KANSAS – Emporia

Emporia State University, School of Graduate Studies, School of Library and Information Management, 1200 Commerical Street, Emporia KS 66801-5087

Master's of Library Science
316-341-5403, 1-800-950-GRAD, Fax: 316-341-5909, E-mail: gradinfo@emporia.edu, Web Site:
http://www.emporia.edu/grad/gradhome.htm
Part-time programs available

MICHIGAN – Ann Arbor

University of Michigan, School of Information, 550 East University, Ann Arbor MI 48109-1092

Master's of Library Science
313-763-2285, Fax: 313-764-2475, E-mail: SI.admissions@umich.edu,
Web Site: http://www.si.umich.edu/academics/lis.htm
Part-time programs available

MICHIGAN – Detroit

Wayne State University, Library and Information Science Program, 106 Kresge Library, Detroit MI 48202

Master's of Library Science
313-577-1825, Fax: 313-577-7563, E-mail: info@lisp.purdy.wayne.edu, Web Site: http://www.lisp.wayne.edu
Part-time and evening/weekend programs available

MONTANA – Dillon

Western Montana College of UM, Education Program, 710 S. Atlantic Street, Dillon MT 59725-3598

Bachelor of Science in Secondary Education, Library Minor K-12
Michael Schulz, Library Director, Associate Professor of Education, 406-683-7492,
Fax: 406-683-7493, E-Mail: m_schulz@wnc.edu, Web Site: http://www.lib.wmc.edu

MONTANA -- Missoula

The University of Montana, School of Education, Department of Curriculum and Instruction, 32 Campus Drive, Missoula MT 59812-0001

Library Media Program – K-12 Library Media Endorsement and/or Library Media Minor
Carolyn Lott, Associate Professor, Ed. D.
Admissions & New Student Services: 406-243-6266, Web Site: http://www.umt.edu

TEXAS – Austin

University of Texas at Austin, Graduate School of Library and Information Science, SZB 564, D7000, Austin TX 78712

Master's of Library Science
512-471-2742, Fax: 512-471-3971, E-mail: info@gslis.utexas.edu, Web Site: http://fiatgslis.utexas.edu/
Part-time programs available

TEXAS – Denton

Texas Women's University, School of Library and Information Studies, PO Box 425438, Denton TX 76204-5438

Master's of Library Science
940-898-2602, Fax: 940-898-2611, E-mail: slis@twu.edu, Web Site: http://www.twu.edu/slis/ls/

TEXAS – Denton

University of North Texas, School of Library and Information Science, Information Service Building, Room 205, PO Box 311068, Denton TX 76203-1068

Master's of Library Science
940-565-2445, Fax: 940-565-3101, Web Site: http://www.unt.edu/slis/
Part-time and evening/weekend programs available

TEXAS – Huntsville

Sam Houston State University, College of Education and Applied Science, Department of Library Science, PO Box 2236, Huntsville TX 77341

Master's of Library Science
409-294-1150, Fax: 409-294-1153, E-mail: lis_mab@shsu.edu,
Web Site: http://www.shsu.edu/~lis_whp/dols/mls.html
Part-time and evening/weekend programs available

WASHINGTON – Seattle

University of Washington, Graduate School of Library and Information Science, 328 Old Electrical Engineering Building, PO Box 352930, Seattle WA 98195

Master's of Library Science
206-543-1794, Fax: 206-616-3152, E-mail: slisapp@u.washington.edu,
Web Site: http://depts.washington.edu/~slis/
Part-time and evening/weekend programs available

WISCONSIN – Madison

University of Wisconsin-Madison, School of Library and Information Studies, Room 4217, Helen C. White Hall, 600 N. Park St., Madison WI 53706

Master's of Library Science
608-263-2900, Fax: 608-263-4849, E-mail: uw_slis@doit.wisc.edu, Web Site: http://polyglot.lss.wisc.edu/slis/

WISCONSIN – Milwaukee

University of Wisconsin-Milwaukee, School of Library and Information Science, 2400 E. Hartford Ave., Milwaukee WI 53211

Master's of Library Science
414-229-4707, Fax: 414-229-4848, E-mail: info@slis.uwm.edu, Web Site: http://www.slis.uwm.edu/
Part-time programs available

Sources:

Peterson's Graduate Programs in Business, Education, Health, Information Studies, Law & Social Work, 1998, 32 Edition, Book 6
Academic and Professional Programs in Library and Information Studies, Section 30, Library and Information Studies, pages 1603-1646

World Wide Web

APPENDIX

B. ENROLLMENT APPLICATION FORM

EXTRA COPY

Directions:

Complete Enrollment Information (page 10) and Certification Intent section (page 11) in the Montana Certification Program Manual. This enrollment is valid for three years, after which certification is required. Refer to the contents of the Montana Certification Program Manual for certification level requirements. If you have questions that cannot be answered by reading the program manual, call the Montana Certification Program, MSL, at 406-444-5349 or 1-800-338-5087 [in MT].

Include a $10.00 enrollment fee. Make checks payable to MONTANA STATE LIBRARY.

Submit completed enrollment application form to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

ENROLLMENT INFORMATION			
NAME:			
(last)	(first)	(middle initial)	
MAILING ADDRESS [home]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT:			
(institution name)			
MAILING ADDRESS [employment]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT POSITION:			
TELEPHONE NUMBERS:			
(home)		(employment)	
E-MAIL ADDRESS:			

⌘⌘ CERTIFICATION INTENT SECTION ⌘⌘

APPLICANT NAME:

ENROLLMENT LEVEL REQUIREMENTS:

- Complete Enrollment Level Application.
- Include $10.00 Enrollment Fee.
- Enrollment Level is valid for three (3) years.
- Enrollment applicant agrees to complete, within the next three (3) years, forty (40) hours of CE contact hour credits.
- Upon completion of the forty (40) hours of CE contact hour credits, within the three (3) year enrollment level period, applicant agrees to complete the appropriate Certification Level Application. (See pages 12-18)

CERTIFICATION LEVEL INTENTMENT:

I am working towards Certification Level: I II III IV V (please circle one)

CERTIFICATION LEVEL:

I hereby certify that the preceding information is true and correct to the best of my knowledge. I agree to follow the requirements needed for enrollment and certification in the Montana Certification Program. I understand that any false statements may result in denial or revocation of my Montana Certification Program Certificate.

ENROLLMENT APPLICANT SIGNATURE:

DATE SIGNED:

NOTE:

After receiving this enrollment application form, you will receive a letter from the Montana State Library accepting your application and certification intent.

SEND ENROLLMENT APPLICATION TO: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

D. APPLICATION FORM FOR CERTIFICATION LEVELS I THROUGH V EXTRA COPY

Directions: Complete General Information and Certification section which pertains to the Level for which you are applying for certification or upgrading your certification level. Refer to the contents of the Montana Certification Program Manual for certification level requirements. **If you have questions that cannot be answered by reading the program manual, call the Montana Certification Program, MSL, at 406-444-5349 or 1-800-338-5087 [in MT].**

Attach an extra sheet if necessary. Include a payment of $10.00 for the certification fee. Make checks payable to MONTANA STATE LIBRARY. Send a copy of an official transcript to the address below, if required. Attach copies of CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms, if required.

Submit completed form and attachments to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

GENERAL INFORMATION
NAME: (last) (first) (middle initial)
MAILING ADDRESS [home]: (address) (city) (state) (zip)
CURRENT EMPLOYMENT: (institution name)
MAILING ADDRESS [employment]: (address) (city) (state) (zip)
CURRENT EMPLOYMENT POSITION:
TELEPHONE NUMBERS: (home) (employment)
E-MAIL ADDRESS:

CERTIFICATION LEVEL REQUESTED: I II III IV V (circle one)

E. APPLICATION FORM FOR CERTIFICATION LEVEL I — EXTRA COPY

Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL I -- GRADUATE DEGREE IN LIBRARY OR INFORMATION SCIENCE FROM AN INSTITUTION OF HIGHER EDUCATION ACCREDITED BY THE AMERICAN LIBRARY ASSOCIATION:
Name of Institution * :
Dates Attended:

*** AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.**

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE **DATE SIGNED**

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

F. APPLICATION FORM FOR CERTIFICATION LEVEL II — EXTRA COPY

Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL II --

❑ **BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *,**
AND -- 15 Semester Hours Or 20 Quarter Hours In Library Education From An Accredited College Or University *,
AND -- 40 CE Contact Hours **

OR

❑ **MINIMUM OF A MINOR IN LIBRARY SCIENCE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *,**
AND -- 40 CE Contact Hours **

NAME OF INSTITUTIONS *:

DATES ATTENDED:

40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.

** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE — DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

G. APPLICATION FORM FOR CERTIFICATION LEVEL III — EXTRA COPY

Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL III --

❑ **BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *, AND -- 40 CE Contact Hours ****

OR

❑ **ASSOCIATED DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY *, AND – 5 Years Library Work Within The Last 10 Years, AND -- 40 CE Contact Hours ****

NAME OF INSTITUTION *:

DATES ATTENDED:

NAME OF EMPLOYER:

DATES EMPLOYED:

40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.

** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE — DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

H. APPLICATION FORM FOR CERTIFICATION LEVEL IV — EXTRA COPY

Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL IV --

❑ **High School Diploma or G.E.D.,**
AND -- 60 Semester Hours or 90 Quarter Hours of College Credit **,
AND -- 40 CE Contact Hours **

OR

❑ **High School Diploma or G.E.D.,**
AND -- 5 Years of Library Work Within The Last 10 Years,
AND -- 40 CE Contact Hours **

NAME OF INSTITUTIONS *:

DATES ATTENDED:

NAME OF EMPLOYER:

DATES EMPLOYED:

40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Eduction Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* AN OFFICIAL TRANSCRIPT SENT TO THE MONTANA CERTIFICATION PROGRAM IS REQUIRED.

** ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE — DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

I. APPLICATION FORM FOR CERTIFICATION LEVEL V EXTRA COPY

Please photocopy the requested Certification Level Application and provide the needed information to the Montana Certification Program.

LEVEL V --
❑ **High School Diploma or G.E.D.,** **AND -- 2 Years of Library Work Within The Last 5 Years,** **AND -- 40 CE Contact Hours ***
NAME OF INSTITUTION: **DATES ATTENDED:**
NAME OF EMPLOYER: **DATES EMPLOYED:**
40 CE CONTACT HOUR CREDITS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas **	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

D. CERTIFICATION RENEWAL APPLICATION FORM — EXTRA COPY

DIRECTIONS: This form is for Certification Renewal at your current level. If you are changing your certification level, complete an Application Form for Certification Levels I Through V on page 12 of the Montana Certification Program Manual, instead of this form.

Your certification must be renewed every five (5) years. Include payment of $10.00 Certification Renewal fee. Make checks payable to MONTANA STATE LIBRARY. Send a copy of an official transcript to the Montana Certification Program, if there have been changes since your initial certification. Attach copies of your CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms. **It is your responsibility to keep copies of all information pertinent to certification and certification renewal for your records.**

Fill out all sections of the form. Please type or print using black ink. If you have questions that cannot be answered by reading the manual, call the Montana Certification Program, MSL, at 406-444-5349 or 1-800-338-5087 [in MT]. **Submit completed form and attachments to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.**

GENERAL INFORMATION			
NAME:			
(last)	(first)	(middle initial)	
MAILING ADDRESS [home]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT:			
(institution name)			
MAILING ADDRESS [employment]:			
(address)	(city)	(state)	(zip)
CURRENT EMPLOYMENT POSITION:			
TELEPHONE NUMBERS:			
(home)		(employment)	
E-MAIL ADDRESS:			

CURRENT CERTIFICATION LEVEL: (Circle One)
I II III IV V

WHAT DATE WERE YOU LAST CERTIFIED? (List Month and Year)

40 CE CONTACT HOUR CREDITS WITHIN THE LAST FIVE (5) YEARS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.

Continuing Education Areas *	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
TOTAL CONTACT HOURS		

* ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

C. APPROVAL OF CE PROGRAM FORM EXTRA COPY

Continuing Education Providers should apply at least one (1) month in advance for approval of programs. Complete this form (pages 24 & 25 from the Montana Certification Program) and send to the MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

GENERAL INFORMATION	Date:
Provider:	
Provider's Representative:	
Mailing Address:	

LEARNING ACTIVITY DESCRIPTION (Attach a sheet if necessary.)
1. Program Information:
Title:
Date:
Time(s):

2. Presenter(s) and Qualifications:

3. Target Audience:

4. Objectives:

5. Program Description:

6. Continuing Education Areas (see page 7-8 for details)	Contact Hours
Library Administration	
Library Services to the Public	
Collection Management & Technical Services	
Technology	
Other (please specify)	
Total Contact Hours	

7. How will the program be advertised?

8. How will the program be evaluated?

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IN ADDITION, I CERTIFY THAT A RECORD OF ATTENDANCE WILL BE MAINTAINED FOR CERTIFICATION REFERRAL.

PROVIDER'S REPRESENTATIVE (SIGNATURE) DATE SIGNED

D. CE PROGARM WITH PRIOR APPROVAL FORM

EXTRA COPY

Provider:

- Fill in the appropriate information for the participants.
- Put the total number of contact hour credits in the appropriate CE area.
- Provide a copy of this record to all participants.

Participant:

- Obtain a signature from either the instructor or the provider of the program.
- Attach this information to the appropriate form this you will use when applying for certification or certification renewal.
- **It is your responsibility to keep copies of records pertaining to your certification.** These records are valuable for validation purposes, and also as planning tools to identify your learning needs and decide how to meet them.

Participants Name:
Activity Date:
Activity Name:
Provider:
Location:
Instructor(s):
Instructor or Provider Signature:

CONTINUING EDUCATION AREAS	CONTACT HOUR CREDITS
Library Administration	
Library Services to the Public	
Collection Management & Technical Services	
Technology	
Other (please specify)	
TOTAL CONTACT HOUR CREDITS	

E. CE PROGRAM WITHOUT PRIOR APPROVAL FORM EXTRA COPY

Directions: This form (pages 27 & 28 from the Montana Certification Program Manual) must be completed to request CE contact hour credits for programs that have not received prior approval from the Montana State Library. The form must be submitted to the Montana Certification Program within 90 days of attending a program. After the Montana State Library has approved the program, retain the approval form and attach this to your application when you apply for certification or certification renewal. Fill in all sections of the form. Please type or print using black ink. If you have questions call the Montana Library Certification Program, Montana State Library at 406-444-5349 or 1-800-338-5087 [in MT]. Send this form to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.

GENERAL INFORMATION		**Date:**
Name:		
Last	First	Middle Initial
Mailing Address:		
Telephone No.:		

LEARNING ACTIVITY DESCRIPTION (Attach a sheet if necessary.)
1. Program Information:
Title:
Date:
Time(s):

2. Instructor and Qualifications:
Instructor or Provider's Signature:

3. Continuing Education Areas	Contact Hour Credits
Library Administration	
Library Services to the Public	
Collection Management & Technical Services	
Technology	
Other (please specify)	
Total Contact Hour Credits	

4. Summary of What Was Learned and How It Relates To Libraries:

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE DATE SIGNED

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